

## **PART-TIME LIBRARY PAGE (CHILDREN'S ROOM) POSITION AVAILABLE**

Cary Memorial Library has an opening for a part-time (12 hour/week) Library Page.

Library Pages assist in keeping the Library's collections in good order, in a busy, service-oriented environment. This particular position will be focused on shelving in the Children's Room, assisting elsewhere as necessary. Tasks include, but are not limited to, shelving materials according to the library's organization system, sorting returned materials into categories, picking up books and other library materials throughout the Library, and maintaining order by regular shelf reading and shelf straightening, identifying material for mending, and using the computer to perform a variety of tasks including inventory and e-mail.

Qualifications: The ideal candidate will be self-motivated and detail-oriented, be able to alphabetize accurately, and be familiar with the decimal system. The position requires substantial physical activity. While performing the duties of this job, the employee may be required to stand for up to four (4) consecutive hours and push heavy carts filled with books. The employee is frequently required to bend, stoop, kneel, crouch, or reach. The employee must be able to lift up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision..

**Salary Range:** \$8.99 - \$15.08/hour.

**Schedule:** 12 hours/week. May include evening and/or weekend hours.

Open until filled. Review of applications will begin on June 12, 2015. Please send a resume and letter of application to Andrea Morrison, Office Manager, Cary Memorial Library, 1874 Massachusetts Avenue, Lexington, MA 02420 ([amorrison@minlib.net](mailto:amorrison@minlib.net)). EO/AEE.